

## COMMISSION FOR TEACHER PREPARATION AND LICENSING

1020 O STREET

SACRAMENTO 95814



(6) 445-0184

April 25, 1979

78-7949

TO: Deans, School of Education of Institutions Participating  
in the Institutional Issuance Project

FROM: Peter L. LoPresti, Executive Secretary

SUBJECT: Monitoring of the Institutional Issuance Project

When the institutional issuance procedure was established in May of 1977, the institutions were advised that there would be periodic field audits. The instruction in April of 1978 to the institutions specified they should hold their records for two years for this field audit. It will soon be two years from the beginning of the original pilot project.

In preparation for the audit or monitoring of the project, please see that your records are in order for the audit which may begin in May. Records should be complete in each candidate's file. The records which are needed for the Commission's review consist of all transcripts pertinent to the application, copy of the credential granted, verification of experience that applies to the case and any other material on which the credential was based. If experience was used for part of the directed teaching, you should have documented the amount of credit that was accepted for experience. Any confidential material in the candidate's file should be excluded.

The monitoring will involve checking: (1) that the institution is following its stated procedures according to the program document including the final review before recommending for the credential, and (2) that the Commission's procedures for institutional issuance of these credentials are being followed.

Following the Commission review of the project, other institutions may be given the opportunity to participate in issuance of multiple and single subjects. Any institution that has been involved in this project may request the opportunity to issue all credentials for which they are approved, if the Commission authorizes extension of this program. A letter regarding this will be sent at a later date.

Any questions regarding the institutional issuance project or monitoring thereof may be referred to the Commission by calling (916)445-7254.

April 25, 1979

The schedule for the spring on-site auditing is as follows:

College of Notre Dame	May 8, 1979
Saint Mary's College	May 9, 1979
University of Southern California )	
California State University, Los Angeles )	Week of
California State College, San Bernardino )	May 14-18, 1979
California State University, Northridge )	
Pepperdine University )	
Claremont Graduate School )	Week of
California Polytechnic University, Pomona )	May 21-25, 1979
University of California, Berkeley )	

The remaining institutions will be scheduled for visits during the following quarters of 1979-80, with about 12 being visited each quarter. A schedule will be forthcoming at a later date.

Institutions wishing to join the procedure for issuance of all credentials for which they are approved may request the monitoring of their institution be completed in the summer or fall of 1979 so they may be considered by the Commission for this added privilege for their fall graduates.